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JIM EDGAR
Secretary of State



MARCH 1985

**A NEWSLETTER
FOR SECRETARY
OF STATE EMPLOYEES**

Vol. 5, Issue 1



Genevieve Liska and Joan Goldin, employees at the Naperville Drivers License Facility, recently received the American Heart Association's life saving award at a special presentation in Secretary Edgar's Springfield office. Liska and Goldin, who saved the life of an applicant by using cardiopulmonary resuscitation (CPR) techniques on June 13, 1984, received their training from Department of Police instructors. Pictured above (from left) are Investigator Robert Leden, Goldin, Secretary Edgar, Liska, Investigator Frank J. Murphy, and Investigator Franklin F. Walker.

New State Library Proposed

A new State Library building, the dream of professional librarians for many years, may become a reality now that it has been included in Governor Thompson's "Build Illinois" initiative announced during his recent State of the State message.

"I propose that we build a new State Library in Springfield for all of Illinois -- a library that works -- not a warehouse that doesn't, and that we spend \$25 million over the next two years to do it," Thompson said.

The governor also has made available \$250,000 in planning money for the new building.

"I'm extremely pleased that Governor Thompson has supported the construction of a new State Library building," Secretary Edgar responded. "The library has been unable to meet its full

potential due to overcrowded and deteriorating conditions."

Edgar explained that \$25 million is sufficient to build a 155,000 square-foot building, which is the equivalent of a three-story building measuring 200 feet long and 250 feet wide. It would double the space for the library, but would more than double the amount of usable space.

The new library would be built in the block bounded by Monroe Street on the north, Capitol Avenue on the south, Second Street on the west and the Third Street railroad tracks on the east.

Governor Thompson's "Build Illinois" initiative, a series of capital and economic development projects, needs the approval of the General Assembly. However, Secretary Edgar said there is growing support for a new library facility.

Chicago Office Move Completed

Ordinarily, four does not go into one.

But in an extraordinary move, SOS personnel from four floors at 188 W. Randolph St. in Chicago were moved onto the fifth floor in the new State of Illinois Center at 100 W. Randolph.

More than a year's planning in Springfield and Chicago went into the move.

The mammoth exodus was carried out in four carefully-plotted phases: the move to the new State of Illinois Center; inter-office moves in the old building; the movement of furniture to the central warehouse; and the movement of furniture and files to Springfield.

Planning and coordinating the move in Springfield was **Paul Cox**. In Chicago, **Ben Swislow** was coordinator and chief planner.

When the move was over, more than 50 SOS personnel were relocated in new, streamlined office space. The new quarters also contain space for the Chicago offices of six Springfield directors and other officials.

Employees affected in the move worked their last day at 188 W. Randolph on Tuesday, Jan. 22. Even as these employees were leaving the building, 24 movers were going into action.

When the affected employees reported for work in the new State of Illinois Center Wednesday morning, most of their SOS property and equipment already were in place.

During the night move, personnel of the Golden Eagle and Beltman North American moving firms handled one load after another. They would finish the move over the next three nights.

"We planned the move almost as if it were a military operation," Swislow said, "and it was our job to see that the operation was a success."

Swislow was assisted in the moving operation by **Mark Peterson**. They were assisted by nine SOS staffers who volunteered for night duty: **Mary Ann Braski**,

(Continued on p. 3)

Edgar Names Employees of the Month



Norman Crane
January

After 32 years in the Corporation Department, the last thing **Norman Crane** expected was to be named the January Employee of the Month.

"This is the first time in my life that I've been wordless. I didn't expect it at all," said Crane. "I would like to thank my fellow employees for making it possible."

As assistant to the director, Crane is primarily responsible for giving technical advice on any aspect of the Illinois Corporation Law.

"In my opinion, Norman is the most outstanding and knowledgeable employee in the Corporation Department," said the employee who nominated him for the Employee of the Month award. "... Norman is always willing to share his vast knowledge and help anyone in the office, no matter how high or low the position. . . . This spirit of cooperation is apparent not only to his co-workers, but shows up constantly in the satisfaction expressed by the public. . . ."

Crane began his career in January 1953 as a mail boy and correspondence and reinstatement clerk. He was head of the department in the Lewis and Howlett administrations.

Crane has seen the number of new corporations grow from 7,469 in 1953 to 35,198 in 1984.

A 33rd Degree Mason, Crane was recently named Director of Divan for the Ansar Temple Shrine.

"I like to sing," adds Crane, who is a baritone. He has performed with the Springfield Muni Opera, sang with church choirs and has done various solo work.

Crane and his wife Mary have two daughters and one grandson.



Charles Sexton
February

Charles Sexton enjoys his job, but he is also serious about his work. As a result, he has been recognized as the February Employee of the Month.

As a computer operator in the Data Processing "Scanner Room," Sexton assists in scanning about 5 million motor vehicle registration applications annually. He also scans work for the Department of Mental Health.

Sexton explains that the optical scanner takes license numbers and microfilm numbers off the applications and puts them on computer tapes, which are later put on the main computer.

"Charles Sexton does an outstanding job and is most dependable," says his EOM nomination form. "Mr. Sexton is a highly productive and efficient operator. He continually demonstrates his job knowledge to effectively accomplish his assigned duties. He easily adapts himself to big work loads, works with his supervisor very well at all times, and is very well liked by his co-workers."

Sexton, who has worked in the "Scanner Room" for 11 years, previously worked at Weaver's Manufacturing Company in Springfield for 13 years.

Sexton lives in Mechanicsburg with his wife Dorothy and daughter Gitana, who is 19. Their son Glen, 23, will be married in June.

Charles enjoys gardening in the summer, and the family travels every year on his vacation.

"We haven't missed a year yet!" he stated proudly.



Linda Rakers
March

"She is very cooperative and reliable and demonstrates a positive attitude toward the public, co-workers and supervisors. . . ."

This description fits many SOS employees. However, **Linda Rakers** of Administrative Hearings was named March Employee of the Month after the public, co-workers and supervisors all nominated her for the award.

"I like working here and I like my co-workers," Rakers said. "I appreciate the award. It's really an honor."

Rakers, who joined the SOS office 11½ years ago as a stenographer in the Formal and Safety Responsibility Hearings Section, has been entering information from accident files into the Administrative Hearings data base system since October 1983.

The computer kicks out suspension orders and mails them automatically, and motorists being suspended have 15 days to request a hearing, she explained.

Rakers also answers telephone inquiries and corresponds with insurance companies, attorneys and motorists about hearing dates and other actions taken in accident cases.

"... She is always the first to be of help to others," said one nominator. "Her work is excellent and her training ability is very good. When there is a problem, she tries her very best to solve it in the best manner possible. . . . She cooperates in the 'toughest' of situations. She has a very good personality also."

Rakers, who lives in Oconee (seven miles south of Pana), likes all crafts. She also enjoys being with her family, which includes a sister, three brothers, a niece and a nephew.

Purchasing Idea Praised Nationally

Imagine building and installing an electronic box that would pay you \$200 to \$600 each month free of charge.

The Secretary of State's Purchasing Department has done more than just imagine such a machine. It is responsible for the innovative installation of revenue-generating "Easy Answer" automatic bank teller machines in both the Stratton and Willard Ice Revenue buildings. The department has received national recognition for the idea.

Glen Rogers, Purchasing director, was presented with the idea of installing an automatic bank teller machine within the state complex. After visiting several local businesses, he found that some

The federal government also is copying the idea and has tested it at two federal buildings.

received money for housing the machines, while others did not. "Since the Purchasing Department is into bidding," said Rogers, "it occurred to me that this was something we could open for bid. I thought, 'I'm going to let banks lease our space!'"

"Easy Answer" machines provide banking conveniences for employees and visitors, while banks lease the space and pay the state \$200 to \$600 per month for each machine, in addition to a bonus tied to the number of monthly transactions. All installation and maintenance costs also are paid by the bank.

Secretary Edgar commended the Purchasing Department, saying that the "automatic teller machine is an innovative approach and you should be very proud of your work."

The idea has earned the Purchasing Department national recognition, as the National Institute of Governmental Purchasing has published the Secretary of State's bid method and distributed bulletins nationally and in Canada. "We have been getting phone calls from all over the country," said Rogers. The federal government, he added, also is copying the idea and has tested it at two federal buildings in Washington and Philadelphia. States and municipalities are requesting copies of the bid document, which was authored by Rogers.

Automatic teller machines are located in the basement of the Stratton Building, outside the Stratton Building cafeteria, and on the third floor lobby of the Willard Ice Building. Any "Easy Answer" cardholder can use the machines for banking transactions.

Chicago Office Move, cont. from p. 1

Ann DuVall, Walter Kiltz, Ross Leck, Eleanor Noonan, Marty O'Connor, Mike Peck, Gene Sullivan and Ray Wilkowski.

New Chicago SOS office numbers at the Illinois Center are hyphenated, with the first digit denoting the floor and the following digits denoting the individual office space or cubicle. **Secretary Edgar's** new office, for example, is in Room 5-435.

The weeks preceding the move saw the distribution of hundreds of cardboard cartons. These cartons came flat and were made ready for use by a complicated series of folds akin to the Japanese art of origami, the fashioning of paper objects without cutting, tearing or gluing.

Leck distributed the cartons and showed SOS staffers in each office how to transform a flat piece of cardboard into a double-bottomed, sturdy shipping carton.

By "move" night, almost 300 cartons were packed. In addition, more than 300 pieces of furniture were moved, as well as scores of typewriters, photocopy machines and other office equipment.

Even the QUIP, the instant electronic connection between the Secretary's Springfield and Chicago offices, was

moved and installed in the new executive office without incident.

The new SOS offices at the Illinois Center take up 11,420 square feet of the fifth floor, compared to about 9,200 square feet previously occupied by those offices at 188 W. Randolph. Swislow said the move will provide a substantial savings for the Secretary of State's office.

Four SOS offices remaining at 188 W. Randolph (Administrative Hearings, Securities, Corporations and Personnel) currently occupy about 16,270 square feet.

One of the features of the move most appreciated by SOS staffers is the retention of old telephone numbers. Although all telephones are new, as are rugs, desks and filing cabinets, most telephone numbers remain the same.

In some cases, however, new telephone numbers have been issued. A directory containing these new numbers is being prepared and will be distributed shortly, according to Swislow.

How successful was the move?

Well, there's a new plant on Swislow's desk these days. The handwritten card coming with the plant reads: "I appreciate your time and your expertise. Jim Edgar."



Secretary Edgar visits with Ernestine Jordan (right) and Ethel Stewart at the recent Chicago Auto Show. Jordan and Stewart assisted in issuing nearly 1,500 drivers license renewals, more than 500 duplicate licenses and 157 identification cards during the 10-day event.

Employee Assistance Program Started

The Employee Assistance Program (EAP), designed to help employees whose personal problems are affecting their jobs, is now available for Springfield employees.

Program Manager **David Balmer** explained that the program, currently in the pilot phase of its development, will soon be extended to Chicago employees.

"I am pleased with the people who have been selected as referral coordinators," said Balmer. "They have successfully completed the initial phase of their training, and are now ready to provide confidential assistance to employees who may have personal problems that are affecting job performance."

Pat Ryan of Accounting Revenue is the referral coordinator for all employees in the Capitol Complex area, and **Nancy Gurnsey** of Driver Services is the referral coordinator for employees at the Dirksen Parkway facility.

"Few people escape having some type of personal problem during their lifetime," Balmer explained. "Often these personal problems affect the work performance of the individual."

"The Office of the Secretary of State's concern for individual employee alcohol drinking, drug taking and behavioral habits begins **only** when these activities result in unsatisfactory job performance, poor attendance, or behavior detrimental to the good reputation of this office."

"When these problems surface at the work place, the employee usually needs some type of professional help. Alco-

holism, drug addiction and emotional problems are illnesses and should be treated as such. An Employee Assistance Program designed to help employees and their families can address these problems within the work place."

Balmer said that for the EAP to succeed in assisting employees and improving job performance and attendance, four requirements must be met.

1. Early identification of personal problems through job performance criteria.
2. Motivation of employees to seek appropriate professional help.
3. Referral of employees to qualified, appropriate professional resources.
4. Retention of valued employees as a result of restored job performance.

"Employees can rest assured that any use of the Employee Assistance Program will be handled with complete confidentiality," Balmer added. "All information shared between the employee, the referral coordinator and the professional resource is protected by federal confidentiality laws and cannot be released without the written consent of the employee."

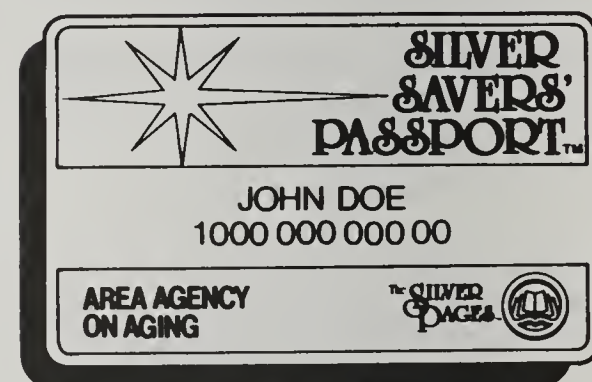
"Remember, the choice is yours to accept or refuse the services of the EAP. Our employees are important to us. We don't want to lose any of them."

If you feel you or a member of your family could benefit from the EAP, please contact David Balmer at 5-0491, Pat Ryan at 5-1780 or Nancy Gurnsey at 2-5065.

SOS Office Helps Seniors Save Money

Senior citizens now can save money on such things as alterations and auto repairs, prescriptions and pet grooming services, manicures and musical instruments, and doughnuts and dry cleaning just by thumbing through a "Silver Pages" directory.

The Secretary of State's office is working with Southwestern Bell Media to produce local directories which list discounted products and services available to persons age 60 and over. Included in the directory is information on consumer services and senior programs, safety hints, helpful articles, and information and referral numbers.



By applying for a "Silver Savers' Passport," seniors will automatically receive an annual "Silver Pages" directory free of charge. Applications for passports will be available at locations throughout the state, including senior centers and drivers license facilities. "Silver Pages" directories will list only local merchants but passports can be used nationwide in any area with a "Silver Pages" program.

The Secretary of State's office has already helped produce a "Silver Pages" directory serving the Metro East area of Illinois, including Madison and St. Clair counties. Two Chicago-area directories to be printed next fall will list businesses offering discounts in Cook, DuPage, Kane, Lake, McHenry and Will counties. By the end of 1986, Southwestern Bell Media plans to introduce local "Silver Pages" directories to 110 cities across the United States.

Through the "Silver Pages" program, the public and private sectors are working together to help seniors maintain their financial independence and enjoy the special offers that are available.

FOR MORE INFORMATION

Call the Secretary of State's Department of Senior Citizens and Human Resources toll-free number -

1-800-252-2904



Victor Kern (left), Robert Lyons (center), Allen Whitlow (background, left) and Supervisor Dan Smith are shown moving some of the 9,000 cubic feet of records from over 40 state agencies that were destroyed by the Illinois State Records Center in January. The Records Center, located in the new warehouse on Winchester Road in Springfield, holds records for as few as three years or as many as 75 years before destroying them.

Highway Death Toll Prompts Call for Further DUI Reform

After six consecutive years in which Illinois' traffic fatalities declined, the death toll rose slightly in 1984, causing concern that the progress made in the state's traffic safety record may be ending.

About 1,546 people died on Illinois roads during 1984, an increase of about one half of a percent over 1983.

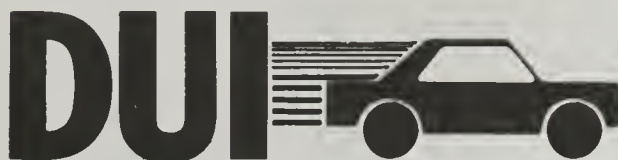
Those statistics were highest on the list of reasons given by Sec. of State **Jim Edgar** in December when he announced 59 new proposals to rid the roads of drunk and drugged drivers, believed to be the single biggest cause of highway deaths. The proposals came from the Illinois DUI (Driving Under the Influence) Task Force, which Edgar chairs.

"DUI is believed responsible for at least half of all traffic fatalities," Edgar said. "That means that each year at least 800 people die because some Illinois motorists mix drinking, drugs and driving. We've made progress, but every year we still see a tragic loss of life comparable to a collision of two jumbo jets."

Crackdowns on drunk driving are nothing new, especially in Illinois which became one of the first states to act on

the problem when it enacted new DUI laws in 1982 and 1984. Why are more reforms needed?

"We've come a long way already," Edgar said, "but we still have further to go before people's attitudes undergo a lasting change. Furthermore, the get-tough

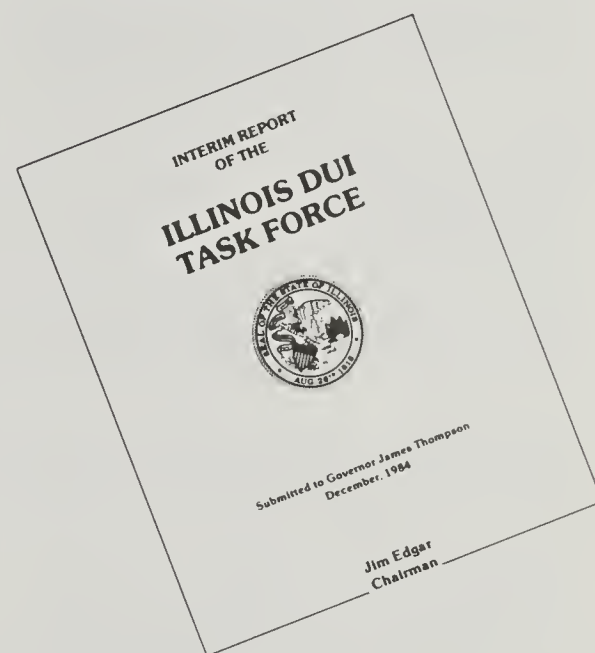


laws of past years have still not succeeded at making sure that people who drive drunk lose their license fast. Certainty of quick punishment--especially the loss of driving privileges--is the only way to prevent alcohol-related bloodshed."

Edgar said major task force recommendations include:

- An immediate administrative license suspension policy permitting the immediate suspension of driving privileges of persons arrested for DUI;

- A "Penny-A-Drink" tax to generate revenue for state and local DUI programs;
- Legislation banning the sale of alcohol in establishments that sell gasoline;
- Education programs on alcohol and drug abuse and highway safety in kindergarten through 12th grade;
- Increased emphasis on programs for the victims of DUI accidents;
- Legislation increasing the Dram Shop liability from the current \$20,000 limitation to a limitation of \$100,000 per individual and \$300,000 per incident; and
- The issuance of a distinctive drivers license to persons under the legal drinking age.



Literacy Update

SOS Office Awards 17 Literacy Grants

Communities throughout Illinois are taking note of the problem of illiteracy.

Forty-four libraries or library systems responded to a recent Illinois State Library request for grant proposals for community literacy programs. In February, **Sec. Edgar**, who also serves as chairman of the Illinois Literacy Council, announced that 17 of the projects will receive a share of the \$500,000 in federal funds set aside by the State Library for teaching reading.

Two days after Edgar's grant announcement, Gov. Thompson announced in a special education address to the General Assembly that his budget request would include \$2 million for adult literacy programs and \$8 million for school library materials.

"Libraries play an important role in this state's literacy efforts by providing a comfortable environment for reading tutors and their students," Edgar said. "By working together, Illinois libraries, education agencies, community and volunteer organizations can have a significant impact on the problem of illiteracy, which costs Illinois taxpayers and employers millions of dollars a year."

PUBLIC HEARINGS

Edgar said information gathered at Literacy Council public hearings in Chicago, Springfield and Carbondale have helped reveal the relationship between illiteracy and unemployment, poverty, welfare costs, and crime. Future public

hearings are tentatively scheduled in Rockford, Peoria, Quincy and the Quad Cities.

SOS EMPLOYEES PARTICIPATE

With the hearings, news media attention has grown. An example of recent news articles on the subject was a recent **State Journal-Register** profile of two Secretary of State employees, **Kay Bolton**, a volunteer reading tutor, and **Mike Neitzel**, Bolton's student.

Another SOS employee, **Sean Laane**, spends one hour each Wednesday afternoon helping a Springfield man in his mid-twenties learn to read.

"He knows the alphabet and can copy words out of a book," says Laane of his pupil. But "his vocabulary is at the 5th grade level," and his reading skills even less advanced. Laane, an intern in the Department of Administrative Hearings, is participating in the Secretary of State's volunteer reading tutor program.

Ever since Gov. Thompson established the Illinois Literacy Council last May, there has been growing public concern about people who cannot read. In Illinois, an estimated one out of five adults have reading difficulties similar to Laane's student.

Eventually Edgar hopes every community can establish programs in which libraries, educators and others work with volunteers -- such as Sean Laane and Kay Bolton -- to eliminate illiteracy.

"These proposals were the product of a year-long study by 31 task force members who conducted public hearings in seven cities and heard testimony from 150 persons, including police officers, judges, the alcohol beverage industry, attorneys, DUI victims and their families, students, teachers, citizens groups and many others. They have come up with some sound, workable ideas," Edgar said.

"We believe a change in public attitudes toward the crime is the key. That's why education and public information are as important a part of this package as tougher penalties."

DUI FACT BOOK

The recently published **Illinois' DUI Law: The Facts for 1984** booklet supports many of the task force recommendations, according to Edgar.

The booklet, which features a compilation of state and county DUI statistics including case dispositions, "will enable concerned citizens and others to determine how DUI cases are being handled in their area," Edgar said.

SOS Fitness Activities Increase

"It's never too late to start."
With these words of encouragement, **Barbara Schwartz** of Internal Affairs (786-6624) invites all Secretary of State employees to participate in the ongoing physical fitness program.

From walking, jogging, running and bicycling to swimming, tennis, golf and bowling, Schwartz and area coordinators throughout the office will provide information about a wide variety of activities available to employees.

The Secretary's office will sponsor bowling, tennis and golf tournaments and will publicize many health and fitness programs in the Springfield community.

"We will continue to recognize participation in health and sports activities, as well as outstanding accomplishments," said Schwartz.

Warm weather will soon be here and almost everyone is looking forward to getting outdoors. If you would like to join the physical fitness program this spring, but haven't exercised recently, Schwartz recommends walking as an excellent place to start.

The Walk/Jog/Run (and Bicycle) Club is alive and well. If you decide to participate, pick up a log booklet at the nurse's station in the Centennial Building or at Dirksen Parkway and record your mileage.

As soon as you have walked, jogged, run or bicycled 100 miles, give the log booklet to your area coordinator, who will forward it to Schwartz.

Certificates signed by **Secretary Edgar** will be awarded to employees who complete 100, 250, 500 and 1,000 miles. **Mollie M. Sanders** and **Earl G. Davis**, both of Vehicle Services, and **Dan Gillman** of Internal Affairs, recently received certificates for completing 500 miles.

Another benefit of the program is that the nurses will record your blood pressure, pulse rate and weight so you can see your progress as you reach each milestone.

Following is a partial list of activities on tap for this spring and summer:

Tennis

Lincoln Land Community College will conduct beginners and advanced tennis classes beginning March 10.

The Springfield Tennis Club will hold its annual Memorial Day Tennis Tournament at Washington Park over the Memorial Day weekend. There is a \$6 entry fee, and Schwartz says there is a novice category.

The Springfield Park District will provide tennis lessons this summer.

Golf

Lincoln Land Community College will also conduct beginners and advanced

golf classes beginning March 10.

The Springfield Park District will hold golf clinics this summer.

Bowling

The State Employees Bowling Tournament, sponsored by the Governor's Council on Health and Physical Fitness, will be held April 20-21 at Strike 'n Spare West. Twenty-seven cents from each game will be donated to the United Cerebral Palsy Foundation.

Swimming

Both the YMCA and the YWCA offer a wide variety of swimming classes for all age groups. Schwartz says that swimming is one of the best physical fitness activities.

Exercise Programs

One special program, billed as "Exercise for Office Workers," is co-sponsored by the YMCA and the Governor's Council on Health and Physical Fitness.

The program consists of 20 to 30 minutes of stress relaxing exercises, which are taught in the office for a minimum of 10 persons. There is no fee.

Many other activities are being scheduled for this spring and summer, including the Springfield Family Fitness Festival in May.

If you have any questions about the above activities or if you have any suggestions about forming classes for any activity, contact Barb Schwartz or your area coordinator. They will keep you informed about future activities.

The list of area coordinators follows:

DEPARTMENT	COORDINATOR	PHONE
Accounting Revenue	Diane Swan	2-6823
Administrative Hearings	Katy Washburn	2-2193
Archives	Chuck Cali	2-3503
Budget & Fiscal Mgmt.	Sharon Crowley	2-3126
Communications	Rick Fulks	5-5034
Corporations	Derick White	2-9587
	Barbara Emmons	5-2238
Court of Claims	Jeris Gordley	5-4284
Data Processing	Winnie Brown	5-0331
	J.P. Cunningham	2-5355
	Kent Fuiten	2-7888
	Dawn Busick	2-3434
Driver Services	Diane Son	2-2952
Index	Arlene Halteman	2-7017
Internal Affairs	Barbara Schwartz	786-6624
Internal Audit	Jim Busick	2-6587
Legislative Affairs	Jack Shaw	2-6640
State Library	Cindy Baron	5-0977
Personnel	Steve Koch	2-4783
Physical Services	Don Cox	2-2068
Police	Jerry LaGrow	5-1302
Purchasing	Jack Gooding	2-0828
Securities	Linda Olsen	5-4941
Senior Citizens	Mick Haslett	5-5402
Vehicle Services	Jack Klintworth	2-9789

Disabled Receive Microfilm Contract

The Macon County Rehabilitation Facilities, Inc., the workshop where disabled workers manufacture Illinois license plates, has now been given an additional contract to microfilm 1.2 million documents stored in the Corporation Department.

The three-month project will free about 2,500 square feet of storage space where the old documents were kept, according to **Dick Robinson**, chief deputy director of Corporations. It should also save the department thousands of dollars in maintenance costs for the outmoded rotating file cabinets no longer needed.

"The project has tremendous space saving advantages," Robinson said. "Material that once took up 2,500 square feet can now be contained in a small five-foot cabinet."

Under the contract, the Department of Rehabilitation Services will pay the wages of a supervisor for two trainees who will operate the microfilm cameras. The Corporation Department pays the trainees.

Work will be done in the department's Centennial Building offices in Springfield. The documents being copied relate to liens on property registered with the department by lenders.

The new contract follows the Secretary of State's previous success at contracting with the Macon County workshop to produce license plates. Besides bringing plate manufacturing back to Illinois, the contract provides jobs for about 100 disabled workers.

The Vehicle Services Department found the work quality much-improved after moving it back to Illinois. Workmanship and materials are better and errors less frequent.

Presort Operation Saves SOS Money

Started as a pilot project in September 1983, the presort operation in the Shipping Division saved \$160,366.14 in postage for this office's first class mail presorted in 1984.

Shipping employees saved three cents in postage for each of the 5,345,538 pieces of mail handled last year, or an average savings of \$633.84 for the 21,128 pieces of mail presorted each day.

In addition to first class mail, employees began to save more postage in January by presorting bulk rate mail for several departments.

Employee News

Retirements



Garnetta Cook, State Library/Reference, on Dec. 31 following 25 years of service in the SOS office. A library specialist in the Reference Section for 4½ years, Cook previously was head

of the Audio-Visual Section for 20 years. She enjoys cooking, baking and photography, and plans to spend some time with her two grandsons.



Norma Jean Benson, Data Processing/Information Systems, on Feb. 28 following 35 years of state service. Benson worked for the Department of Public Health as a data entry operator from 1950 to 1955. She joined the Secretary's office as a data entry supervisor in 1955 and became a programmer/analyst in 1977. She plans to do some gardening and spend more time with her two grandchildren.



Frances Brazelton, Vehicle Services/Public Service, on Dec. 31 following 18 years of service in the SOS office. Brazelton audited title and registration applications in the Dealer and

Remitter Section. She plans to travel and enjoy retirement.

Lee McKinley, Accounting Revenue/Refunds, on Nov. 30 following 22 years of service in the SOS office. McKinley worked in the Adjustment Unit.

Mary Lois Corey, Vehicle Services/Public Service, on Jan. 31 following 18 years of service in the SOS office. Corey audited machine tapes in the Public Sales Section. She plans to crochet, travel and enjoy friends and family.

Zenith (Otis) Bush, Physical Services/Security, on Dec. 31 following 12 years in the SOS office.

Ettore (Art) Roscetti, Physical Services, on Dec. 31 following 9½ years in the SOS office. Roscetti was a janitor at the Centennial Building.

DeWitt Clary, Physical Services, on Nov. 30 following 15½ years in the SOS office. Clary was a janitor at the Centennial Building.

Clara Morris, Physical Services, on Feb. 28 following 11½ years in the SOS office. Morris was secretary for the Stratton Building manager.

Clarence Schilling, Accounting Revenue/Corrections, on Dec. 31 following 13 years in the SOS office.

Donald Deatherage, Accounting Revenue/Financial Institutions, on Dec. 31 following six years in the SOS office.

Jeane E. Clark, Administrative Hearings, on Jan. 31 following 11 years in the SOS office.

Merle Dalpiaz, Driver Services/Internal Services, on Dec. 31 following 12 years in the SOS office. She worked in the Central Services Section/Direct Entry Unit.

Awards

The Department of Police recently held an awards ceremony to honor 10 Secretary of State employees for their efforts and assistance provided to the Secretary of State Police.

Bob Ladendorf, Communications; **Sharon Bowman** and **Paul Yonker**, Data Processing; **Brian Mauney**, **John Muller**, **Geraldine Sprouse** and **Elmer Pointingl**, Physical Services; and **Paul Keller**, **Pat Schrenk** and **Bob Strocher**, Vehicle Services received Honorable Mention awards signed by Director **David C. Watkins**.

"Without their help in various areas of the department's responsibilities, the work of the Secretary of State Police would have been much more difficult," said Watkins. "The recipients of the Honorable Mention awards typify the high caliber of cooperation and work the employees of the office routinely demonstrate."

Births

● **Ryan**, a son to **Inv. William P. Morrissey**, Police, and wife **Maureen**, Nov. 12.

● **Laura Sue**, a daughter to **Don Cox**, Physical Services, and wife **Deanna**, Jan. 22.

● **Robert Kyle**, a son to **Kent Fritchman**, Physical Services, and wife **Connie**, Nov. 3.

● **Jacob McBride**, a son to **E. Mac Hansen** and **Regina Hansen**, both of Data Processing, Jan. 21 in Springfield.

● **James Lee**, a son to **Donna Murrell**, Driver Services, and husband **Joe**, Nov. 9 in Lincoln.

● **Richard A. Simmons, III**, a son to **Cindy Simmons**, Driver Services, and husband **Richard**, Dec. 12 in Springfield.

● **Neil Edward**, a son to **Frank** and **Neita Dirks**, both of Accounting Revenue, Dec. 4 in Springfield.

● **Brian Stephen**, a son to **Dena Edwards**, Accounting Revenue, and husband **Steve**, Dec. 5 in Springfield.

● **Sarah Elizabeth**, a daughter to **Phil Howe**, general counsel to the Secretary, and wife **Kirsten**, Jan. 16 in Springfield.

Weddings

● **Nancy Ridgon**, Data Processing, and **Mark Minnick**, Jan. 11 in Springfield.

● **Kelly Sullivan**, Driver Services, and **Kevin Rice**, Dec. 22 in Taylorville.

● **Chrysan L. Austin**, Administrative Hearings, and **Larry C. Nein**, Feb. 2 in Springfield.

Deaths

● **Robert W. Hart, Sr.**, former SOS employee who had 13 years of service, died Dec. 30, 1984. He retired in December 1982 from the Data Processing Department.



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Employee News

Anniversaries

(Length of service with the Secretary of State's office)

JANUARY

25 Years

- **Ronald Mooney**, Data Processing, Systems & Programming Division

IN THIS ISSUE:

- Chicago Office Move
- New State Library Proposed
- Crane, Sexton, Rakers - Employees of the Month
- Purchasing Idea Praised
- Literacy Grants
- DUI Reform Urged

MARCH

45 Years

- **Freda Terveen**, Corporations, Correspondence Division

35 Years

- **Margaret Herman**, State Library, Acquisition Section
- **Margaret Pendergrass**, State Library, Cataloging Section

25 Years

- **William Keenan**, Data Processing, D.P. Systems Operation
- **Donald Miller**, Data Processing, Planning Control Section

Stieren Named Deputy

Pat Stieren, administrator for Special Plates in Vehicle Services for the past year, has been named deputy director.

Tim Byrnes, former deputy director, was appointed to the new position of chief deputy under Director **Sam McGaw**.

As the department's development coordinator, Stieren will review proposed legislation that affects Vehicle Services. Her new duties also include formulating and implementing department policies, rules and regulations.

During her three years in Special Plates and one year as administrator, Stieren was involved in the development of the personalized plate computer program. She was responsible for implementing laws that expanded the personalized plate program and the handicapped plate and parking card program.

Stieren will continue to coordinate **Secretary Edgar's** Dealer Advisory Committee to enhance communication with our office.

Donna Fitts, former supervisor of the Personalized Plate Section, has been named administrator for Special Plates.



JIM EDGAR

Secretary of State
Communications Department
131 Centennial Building
Springfield, Illinois 62756

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